



**2018 Historic Downtown Wilson  
Christmas Parade Application  
Parade: Saturday, November 17, 2018 at 11am**

**ENTRY DEADLINE: Nov. 2, 2018 - no late entries excepted**

**Official Use Only**

Date Received \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Other \_\_\_\_\_

Business/Group \_\_\_\_\_

Main Contact \_\_\_\_\_ Title \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell/Other \_\_\_\_\_

Email \_\_\_\_\_

Parade Contact (if different) \_\_\_\_\_

Email for parade communications \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Is this your first parade? Yes \_\_\_ No \_\_\_ Were you in the 2017 parade? Yes \_\_\_ No \_\_\_ How many years has your organization participated? \_\_\_\_\_

**ENTRIES**

**DESCRIPTION: ALL VEHICLES MUST BE FULLY DECORATED! (except those pulling floats)**

Entry Name \_\_\_\_\_

Description: *Photo or sketch is also required for approval* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complete all spaces that apply:

How many vehicles? \_\_\_\_\_ What type? \_\_\_\_\_

Total length of entry\* \_\_\_\_\_ How many will ride on vehicle/float? \_\_\_\_\_ How many will walk? \_\_\_\_\_

Animals Yes \_\_\_ No \_\_\_ What type? \_\_\_\_\_ How many? \_\_\_\_\_ How many handlers?\*\* \_\_\_\_\_

*\*Total length of all vehicles is critical to lineup spacing....OVERESTIMATE!*

*\*\* All animal entries require a minimum of one person walking behind to clean up droppings.*

**MEDIA SCRIPT, MAXIMUM OF 40 WORDS:** Provide a short description of your entry, business or group for use by the TV anchors. **No ad or sales copy accepted.** The parade will be broadcast by Greenlight.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PARTICIPATION**

1. Each entry must include a sign or banner with the organization's name.
2. Lineup number (provided) must be posted front left of each entry.
3. Entries are strongly encouraged to utilize the parade theme...Retro Christmas. Other holiday themes may be used as well but use of the parade them will constitute a significant part of judging.
4. Everyone walking in the parade must be dressed for a parade – alike or in costume. Uniforms, consistent colors and costumes make it entertaining. The public, and the parade committee, is looking for more than people in winter coats with Santa hats.
5. No advertising fliers, business cards, etc. may be distributed unless attached to candy, a coupon or a gift.

6. NOTHING may be thrown into or at the audience. Costumed persons may walk on both sides of your moving vehicle or float entry and hand items to those who want them. Safety of children and spectators is the principal concern.
7. Parade Marshals in identifiable vests will assist you at lineup, along the parade route, and at egress. **They are authorized to enforce the rules of the parade and have the right to pull entries not complying with the rules/regulations.**
8. **Only vehicles in the parade will be allowed in the line-up/staging area. ABSOLUTELY NO EXCEPTIONS!**
9. All entries playing music (bands and floats) **MUST** play Christmas music.
10. Sound systems should be placed with the **speakers facing the side** of the entry so that maximum sound will reach the audience with minimum interference to entries preceding and following yours. A Parade Marshall may instruct you to adjust the volume.
11. A distance of **two car lengths** between entries is ideal. Parade Marshals will instruct you to increase or decrease gaps as needed.
12. Riders of floats/vehicles must be within the confines of the float/vehicle. Riders may not sit on the sides, back, or front so that body parts hang over the sides of floats or vehicles.
13. Special line-up requests will only considered if included on the application. They are NOT guaranteed. Please do not call or email with special requests after your application is submitted.
14. There is only one Santa in the parade. **NO OTHER PERSON MAY DRESS AS SANTA.** Hats, elves, Mrs. Santa and reindeer are okay.
15. **All performance stops must be requested** on the application with full details and a video or video link before being considered for approval. Only choreographed performances will be considered (See application for full details.) ***If you requested a performance stop but the committee did not approve, you may not stop at the performance area. This is a family friendly event. All music and dance must be family friendly.***
16. **DO NOT stop at the end of the parade route to let off riders.** Dance groups and Bands will turn right on Douglas Street, right onto Jones and let riders off on Jones, **DO NOT STOP on Douglas Street.** All other entries will turn right onto Douglas Street then left on South and exit the parade area. **NO ENTRY WILL BE ALLOWED TO STOP ON DOUGLAS.**
17. The parade **WILL NOT BE CANCELLED DUE TO WEATHER CONDITIONS.**
18. **Smoking or alcoholic beverages are not allowed** on any float, in any vehicle or by any participants during the parade.
19. Camera, video and mobile phone use by participants is discouraged. You are there to entertain others. Distractions also increase the chance of accidents.
20. Police will enforce all city, state and federal laws at all times. All Motorcycle riders/groups **MUST** wear a helmet.
21. **REFUNDS WILL NOT BE GIVEN.**
22. The Parade Committee will review each application. Incomplete applications will not be considered. The Committee has the sole authority to accept or reject any application.
23. **By participating in the Historic Christmas Parade, you agree that the Wilson Downtown Development Corporation nor the City of Wilson is responsible for is responsible for any accident, injuries, or other circumstances that may occur.**

## JUDGING

Judging details will be forthcoming by email to entries and posted at [www.HistoricDowntownWilson.com](http://www.HistoricDowntownWilson.com)

## PERFORMANCE STOPS

This year's parade will feature a performance stop for APPROVED ENTRIES. Groups may include bands, ROTC, twirling groups, dance troupes, etc. If requesting to perform at the stop, you must submit or provide a link to a short video of rehearsal or other similar performance **by November 2.** Approved performance groups will be notified in 48 hours. No duplication of music will be allowed between groups so it will be taken in order submitted. Performance stops are 60 seconds with 15 seconds for set-up. **Performances running over 60 seconds will be stopped.**

Yes, we request a performance stop. \_\_\_\_\_ Description \_\_\_\_\_

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significant entertainment value to the parade.

PROFESSIONAL FLOAT RENTAL

Professionally decorated floats are available for rental. The cost is \$550.00 which includes entry fee, float, truck and driver. Please contact Hannah El-Ramey Woodall at 252-363-1756 ASAP if you are interested.

ENTRY FEES

Professional Float	\$550.00	
Businesses/For-Profit Organization	\$50.00/entry	1 Standard Vehicle* or 1 Mascot
Non-profit Organization	\$35.00/entry	1 Standard Vehicle*
Dance/Baton School	\$35.00/entry	1 Standard Vehicle*
Public/Private School	\$35.00/entry	1 StandardVehicle*
Pageant Queen	\$35.00/entry	1 Standard Vehicle*
Car Clubs (maximum 8 cars per club)	\$35.00/car	
Horse Group (MUST have poop patrol)	\$35.00/entry	
Motorcycle Club (Maximum 12 bikes per club)	\$10.00/bike	
Public Safety Vehicle (Police/Fire/Rescue/Military)	No Charge	

\*Standard Vehicles are under 28 feet long. Additional charges apply for oversized vehicles. See below.

OVERSIZED ENTRIES (Over 28 feet) \$75.00/REGARDLESS OF CATEGORY

Price for Walkers

1-25 \$25.00 | 26-50 \$50.00 | 51-75 \$75.00 | 76-100 \$100.00

PAYMENT: Payment must be submitted by check, money order or debit/credit card. NO CASH WILL BE ACCEPTED. Electronic payments may be made through a link at www.HistoricDowntownWilson/historic-downtown-wilson-christmas-parade.

A motorized vehicle pulling a towed trailer is considered one unit. Any other combination of multiple units may require additional charges. If you are unsure of your entry classification, contact Parade Coordinator, Hannah El-Ramey Woodall at 252-363-1756.

The Wilson Downtown Development Corporation reserves the right to waive a portion of or the entire entry fee if it is determined that the entry provides a significant entertainment value to the parade.

RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned Applicant/Parade Entrant agrees to the following:  
I/we understand that completing this application does not guarantee my entry’s approval. I agree that if my entry is approved, it will meet all specifications as noted in the attached rules and regulations and that I will ensure each member of my group reads and understands the rules associated with this application. I understand that the entry fee will be forfeited and my entry will not be allowed to participate in the parade if they violate these rules and regulations. I/we grant Wilson Downtown Development Corporation permission to use any photographs, video, recording or any other record of my group’s participation in the parade for any legitimate reasons.

Indemnify, save harmless, and defend Wilson Downtown Development Corporation, the City of Wilson, the parade committee, parade director, volunteers or affiliates and their successors in interest from and against any and all claims, demands, actions, debts, liabilities, and attorney’s fee arising out of, claimed on account of, or in any manner predicated upon loss or damage to property of and injuries to, or death of any and all persons whatsoever, in any manner caused or contributed to by the Applicant, its agents, or employees while in, upon or about the Historic Downtown Wilson Christmas Parade

Signed by: \_\_\_\_\_  
PRINT NAME SIGN NAME  
Representing: \_\_\_\_\_  
BUSINESS/ORGANIZATION APPLICANT/PARADE ENTRANT

Total fee \$ \_\_\_\_\_ submitted with application.

APPLICATIONS WILL NOT BE CONSIDERED VALID UNTIL PAYMENT IS RECEIVED.  
SEE BACK OF PAGE FOR SUBMISSION INSTRUCTIONS.

***Mail application and fee to:***

City of Wilson/Downtown Development  
Attn: Susan Kellum  
PO Box 10  
Wilson, NC 27894

***Make checks payable to Wilson Downtown Development Corporation***

**Deadline: *Friday, November 2, 2018***

**ENTRY FEES ARE NON-REFUNDABLE**

Questions? Email [HistoricDowntownWilson@wilsonnc.org](mailto:HistoricDowntownWilson@wilsonnc.org)  
or call Hannah El-Ramey Woodall, Parade Coordinator, at 252-363-1756.

**THANK YOU FOR SUPPORTING THE HISTORIC DOWNTOWN WILSON CHRISTMAS PARADE!**